

FAMILY COURT
OF THE STATE OF DELAWARE

RANDALL E. WILLIAMS
COURT ADMINISTRATOR

ADMINISTRATIVE OFFICES
NEW CASTLE COUNTY COURTHOUSE
500 N. KING STREET, SUITE 3500
WILMINGTON, DELAWARE 19801-3757

Posting #FY06-15

Judicial Case Processor I

Opening Date: January 31, 2006

Closing Date: February 14, 2006

A Vacancy Exists

Salary: \$22,379 - \$27,974 (Minimum - Midpoint) Pay Grade 6

Location: Kent County (Please check this county on your application) Kent County Courthouse,
400 Court Street, Dover, DE 19901

Summary Statement: This is the entry level of case processing work learning the legal processes and procedures and performing the full range of processing activities of limited complexity.

Minimum Qualifications: Please address each item separately on the Minimum Qualifications page of the application. Failure to do so will result in a disqualification.

Applicants must have education, training and/or experience demonstrating competence in each of the following areas. Failure in any one area will result in a rating of "not qualified."

1. Knowledge of records keeping procedures.
2. Knowledge of keyboarding.
3. Ability to communicate effectively.

Examination: The application is evaluated based upon a rating of training and experience.

Essential Functions:

- Reviews legal/court documents for completeness, accuracy and compliance with applicable time limitations, costs and court procedures and determines appropriate procedural requirements for processing.
- Prepares and issues a wide variety of court and legal documents.
- Researches case files, records, databases and other source information to insure accuracy of case data and resolve discrepancies.
- Enters information into manual or automated systems.
- Prepares and maintains files and records insuring all required documents are included.

- Provides information on court/unit procedures and event status to the public, judges, attorneys and litigants.
- Attends hearings and proceedings to provide files, records and case information to judicial officer; records event disposition and administers oath.
- Performs related work as required.

Conditions of Employment:

Direct deposit of paychecks is required as a condition of employment.

A satisfactory criminal background check is required as a condition of employment.

Benefits: To learn more about the comprehensive benefit package please visit the web-site at <http://ben.omb.delaware.gov/programs/index.shtml>

Submitting your Application:

- **Apply on-line at www.delawarestatejobs.com/postings (applications will be routed automatically to the recruiting agency).**
- If you can not apply on-line, paper applications can be submitted to one of the following locations.

FAMILY COURT HUMAN RESOURCES, Administrative Offices, 500 King Street, Suite 3500, Wilmington, DE 19801 Phone (302) 255-0057 Fax (302) 255-2202

HUMAN RESOURCE MANAGEMENT, Townsend Building, 401 Federal Street, Suite 5, Dover, DE 19901 Phone: (302) 739-5458 Fax: (302) 739-2327

HUMAN RESOURCE MANAGEMENT, Carvel State Office Building, 1st Floor, 820 North French Street, Wilmington, DE 19801 Phone: (302) 577-8277 Fax: (302) 577-3957

HUMAN RESOURCE MANAGEMENT, Delaware Technical and Community College Campus, P. O. Box 610, Georgetown, DE 19947 Phone: (302) 856-5966 Fax: (302) 856-5969

Attachments to Applications:

- Please do not submit copies of evaluations, letters of reference, training certificates, or college transcripts unless requested.
- If supplemental information is requested by the posting or needed for scoring purposes such as but not limited to a DD214, resumes or transcripts, please send or fax to the recruiting agency before or on the specified closing date.
- Applications or additional information will not be accepted after the closing date.
- Resumes will not be accepted unless accompanied by a State of Delaware Application.

Accommodations:

- Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an auxiliary aid or service please call (302) 739-5458
- TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

The State of Delaware - An Equal Opportunity and Affirmative Action Employer